

**GEORGE E. WAHLEN DEPARTMENT OF VETERANS AFFAIRS  
SALT LAKE CITY HEALTH CARE SYSTEM  
VOLUNTEER OPPORTUNITIES**

Call (801) 584-1241 [Select Option 1 or Option 2]

<b>Title</b>	<b>Time</b> <i>**Number of hours per day are flexible</i>	<b>Assignment</b>	<b>Qualifications</b>
Acupuncture Clinic	Mon-Fri 8-4:30 pm <b>**Flexible</b>	Prepare treatment room (change linens on tables), assist with questionnaires, make copies, answer phones, etc.	Pleasant personality, customer service skills, ability to learn clinic procedures.
Audiology Clinic Helper	Mon-Fri 8-4:30 pm <b>**Flexible</b>	Reviews files for previous patient audiograms.	Good typing and computer skills and be experienced in Microsoft Word. Good people skills; no dyslexia.
Barber (must have current license)	Flexible Monday-Sunday	Provides free haircuts to hospitalized veterans (Inpatient Units) Schedule will be determined by the volunteer barber and VA staff.	Good customer service skills and good mobility.
Clerical Assistant Voluntary Service Office and Engineering Office (NACI required)	Mon-Fri 8-4:30 pm <b>**Flexible</b>	Assist with phones, visitors, mail. Some clerical typing.	Pleasant personality, good typing skills, customer service skills.
Clinic Admin. Helpers <ul style="list-style-type: none"> <li>• Women's Clinic</li> <li>• Blue Clinic</li> <li>• Cardiology Clinic</li> <li>• Mental Health Clinic</li> <li>• Dental Clinic</li> <li>• Audiology Clinic</li> <li>• Neuro, Derm Clinic</li> <li>• Ogden UT Clinic</li> <li>• Price UT Clinic</li> <li>• St. George UT Clinic</li> <li>• Idaho Falls ID Clinic</li> <li>• Pocatello ID Clinic</li> </ul>	Mon-Fri 8-4:30 pm <b>**Flexible</b>	Making appointment reminder calls to patients. Assist patients at the appointment check in Kiosk's  If you are able... you will be asked to perform other administrative duties (i.e. file charts, stock rooms, mail outs, answer phones, make copies)  <i>Note: Volunteer will be assigned to the clinic closest to their home if possible.</i>	Good telephone and people skills. No dyslexia.
Courtesy Cart Driver (golf cart – am and afternoon shifts available)	Mon-Fri 8 am-12 pm and 12 pm-4 pm	Drive indoor courtesy cart to transport disabled Veterans, spouses & visitors to appointments and the canteen.	Ability to drive slowly and safely and have a pleasant personality. Good eyesight and hearing a must. (4 hour shifts).
Document Scanner (MCCR – a NACI is needed)	Mon-Fri 8 am-12 pm and 12 pm-4 pm	Scanning documents to organize files and scan documents to a disk. High volume access to patient protected information.	Must have good computer skills, HIPAA compliance imperative and ability to follow directions. Will provide training.
EMG Clinic Helper	Mon-Fri 12-3:30 pm	Call patients to remind them of appointments. File completed EMG studies.	No dyslexia. Good hearing and speaking voice and knowledge of the alphabet.
Employee Clothing Room Assistant	<b>*Flexible</b> Weekdays	Assist at window, hand out assigned uniforms, some filing & customer service.	People skills and good mobility.
Transport Helpers	Mon-Fri 8:00 to 4:30 <b>**Flexible</b>	Transporting patients to x-ray or pharmacy either by wheelchair or stretcher; transporting specimens to lab; helping patients with prescriptions during weekends.	Must be able to lift 30-50 lbs if possible. Must be able to move patients on stretchers and in wheelchairs. (if not – let us know so that we can accommodate disability)

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Fisher House Helpers 1. Activity/Special Events Coordinator 2. Home Companions 3. Cooking Committees 4. Family Liaison/Receptionist 5. Receptionist (Greeter) 6. Laundry Helper	<b>**Flexible</b> (Mon – Sun)	1. Activity/Special Events Coordinator – organize special activities for guests 2. Home Companions – offer simple companionship for guests dealing with the stress of an ill loved one 3. Cooking Committees – made up of groups or individuals who prepare meals or snacks on a regular basis (i.e. pizzas, BBQs, holiday meals, theme nights) 4. Family Liaison/Receptionist - works closely with FH Manager and VA Staff to comfort family and provide clerical assistance 5. Greeter – greets and assist guests, provides tours and orientations to those who are staying at the Fisher House 6. Help with Laundry	Good organization and listening skills. Good telephone and people skills. Pleasant personality. Must be reliable.
GI Clinic Helper	<b>*Flexiple</b>	Prepare outgoing mail; manage wait list; keep files current.	Good spelling and organization skills.
GI Lab Helper	MWF 9-2pm <b>*Flexible</b>	Filing, prepare outgoing patient mail, make reminder telephone calls to patients, and copying information.	Good telephone and people skills and no dyslexia.
Laundry Helper	<b>*Flexible</b> Weekdays 7-3:30 pm	Fold and stamp linens. Straighten closets on wards. Organize storerooms.	Good mobility. Ability to follow directions.
Library Helper	<b>*Flexible</b> Weekdays	Take book cart to the wards., Shelving books	Enjoy interaction with patients. Able to push book cart to the wards.
Library Assistant	<b>*Flexible</b> Weekends	Computer Help	Accurate typing skills. Training will be provided.
Med Center Plant Caretaker	<b>*Flexible</b>	Feed, water, and prune interior plants	Enjoy working with plants
Mental Health Clerk Assistant (NACI is needed)	<b>**Flexible</b> Weekdays	Help reorganize files and answer telephones, patient reminder calls, help with word documents	Good organization skills, computer experience
MRI Clerk Assistant	<b>**Flexible</b> Weekdays	Assist clerks with patient check-in, Screening Sheets, Lt. Phone work	Good social skills, communicate clearly, Escort patients to MRI mobile unit
Million Veteran Project (MVP) Helper	<b>**Flexible</b>	Assists MVP staff by communicating with Veterans and sharing information about the MVP research project.	Good social skills, communicate clearly, Escort veterans to the MVP Clinic.

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Neurosurgery Helper	M-Th, 1-2 days per mth **Flexible	Prepare outgoing mail to patients.	Organizational skills.
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Nuclear Med Clerk	*Flexible Weekdays	Updating files, organizing office information.	Organizational skills.
OR/SPD Helper	Mon-Fri 8 am-12 pm 12 pm-4 pm 4 pm-6 pm	Move clean case carts from SPD to OR, move used case carts from OR to SPD, occasionally move clean case carts from OR to SPD.	Ability to move case cart to elevator and take to another floor and deliver to OR or SPD.
Patient Education Assistant	*Flexible Time	Assist Patient Education Director and Committee. Organize and prepare patient packets. Continuously monitor and stock wall racks on floors. Assist with preparation of educational displays, bulletin boards.	Strong interpersonal skills. Ability to take responsibility and work well with staff and patients. Dependable and a good role model for <i>Veterans Move!</i> program. Must be able to walk/travel to all areas of Medical Center and carry/transport light loads.
Popcorn Fund Raiser Ambassador	*Flexible Weekdays	Make popcorn and accept donations for VA Voluntary Service patient recreational activities.	Ability to follow directions, ability to work with money, enjoys interaction with people and has great personal hygiene.
Podiatry Clinic Intake Volunteer (4 East)	Thursdays 12:30 to 4:30	Assist clinic staff with placement of patients into rooms. Update and maintain patient list, board, stocking supplies, etc.	Good communication and coordination skills. Pleasant personality, well organized
Prosthetic Clerk Assistant	*Flexible	Warehousing & office support, prepare mailings, filing.	Knowledge of alphabet; no dyslexia. Some typing and computer skills.
Prosthetic Helper Assistant	*Flexible	Warehousing, packing and unpacking, inventory, housekeeping.	Ability to lift. Good attention to detail. Some knowledge of medical center.
Red Carpet Coffee Service	Mon-Fri 8-11:30 am	Put refreshments out for patients who have been fasting for lab work	Make coffee and deliver refreshments. Clean up work area.
Rehabilitation Recreation Helper	7 days/week 2 hours (am or pm)	Play checkers, Wii games, watch movies with patients, Listen to patient's life stories.	Enjoy one to one with patients, pleasant personality, good hearing. Emily Potter is POC
Safety Office Assistants	*Flexible Weekdays	Assist Safety staff with various assignments throughout the facility. If you have experience in the following areas (Industrial Hygiene, occupational safety, fire protection, hazardous waste, hazardous material, training, public works, skill trades - electrical, plumbing, HVAC), you may enjoy this assignment	Good mobility. Ability to follow directions and work independently. Hours are flexible based on your schedule.

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Shuttle Driver (Parking Lot Vans for patients and visitors)	Mon-Fri 8 am-12 pm and 12 pm-4 pm	Drive courtesy shuttle vans to transport disabled Veterans, spouses & visitors from the patient and visitor lots to the medical center and surrounding clinics on VA campus.	Ability to pass a VA Physical, have a valid driver license and auto insurance, pleasant personality. Good eyesight and hearing a must. (4 hour shifts).
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Shop Helper	*Flexible Weekdays	Assists shop staff cleaning DAV Vans and GSA Vans. Wash, dry and vacuum vehicles.	Good mobility required.
Surgery Helper	**Flexible Weekdays, evenings weekends	Communicates updates on waiting times to patients and their family members for surgery, OR recovery, Discharge, etc. Escort discharged patient to lobby when ready.	Pleasant personality.
Veterans History Project Writer (Voluntary Service)	**Flexible	Can interview veterans who would like to tell their wartime experiences for recording and submission to the Library of Congress. <a href="http://www.loc.gov">www.loc.gov</a>	Good listening and writing skills. Can do the majority of the assignment from home once the veteran is interviewed.
Veterans State Nursing Home (VA Campus)	Mon – Sun **Flexible	Can assist staff with resident activities, patient feeding, visiting, recreational outings.	Good listening skills. Patience.
Veterans Home (Ogden)	Mon – Sun **Flexible	Can assist staff with resident activities, patient feeding, visiting, recreational outings.	Good listening skills. Patience.
Ward Visitor	**Flexible Weekdays, evenings weekends (on-call if desired)	Quality visiting on a one-to-one basis. Share experiences of mutual interest. Note: If you would like to be on-call for our “No Veteran Dies Alone” call sheet, let us know and we will add you to the list of caring individuals who are willing to spend time with dying veterans who have no family members to sit with them.	Training will be provided. Pleasant and caring personality, good listening skills.
Women’s Clinic Helper	Monday 8 am-12 pm **Flexible	Call female patients to remind of upcoming appointments and events. Some computer work.	Good phone and office skills.

NOTE: All volunteers are required to complete the following: **Background (fingerprint) Check if you are 18 or older, Two Step TB Skin Testing (done free of charge at the Medical Center) and Online Orientation.** No volunteers can be accepted under the age of 14 years.

Good personal hygiene and grooming are a must for all volunteer assignments.

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Volunteers are meant to augment “paid staff responsibilities”. Dates and times reflect total needs. Regular assignments are generally 4 hours, 1 day a week. However, we will gladly accept any amount of time that a volunteer is willing to offer.

**\*Flexible Weekdays** means Volunteer may select particular day or times (Monday through Friday between 8:00 am to 4:30 pm) to meet their personal schedules if possible.